

# **COLORADO DEPARTMENT OF Military & Veterans Affairs DMVA**

## **Procurement Card**

### **DEPARTMENT MANUAL**





**Steps to report  
A LOST OR STOLEN CARD**

**IMMEDIATELY CALL:**

**1-(800) 248-4553    *Available (24/7)***

**Citibank**

Inform them that this is a  
“State of Colorado Procurement Card”

**DMVA is liable for all charges until the lost or stolen card is properly reported to the bank.**

You must then report the loss to your approving official  
and the DMVA program coordinator.  
720-250-1540

**Citibank Customer Service:**  
Phone: (800) 248-4553

**DMVA Purchasing and Contracts Website:**

**<https://www.colorado.gov/pacific/dmva/purchasing-and-contracting>**

**There are many links on the website**

**Procurement Manual**

**Training material**

**Links to State Purchasing**

**Links to the CURRENT PRICE AGREEMENTS.**

## -----TABLE OF CONTENTS-----

Procurement Code of Ethics.....	pg. 4
A.) Introduction .....	pg. 5
B.) Approving Official Requirements .....	pg. 6
C.) Cardholder Responsibilities.....	pg. 7
D.) Pro-Card Rules .....	pg. 9
E.) Prohibited Transactions .....	pg. 10
F.) Price Agreements .....	pg. 13
G.) Violations and Consequences .....	pg. 14
H.) Nuts and Bolts.....	pg. 15
Additional Info .....	pg. 17
Prior Approval Checklist .....	pg. 19
<u>Forms</u>	
Cardholder Account Form .....	pg. 21
Approving Official Agreement .....	pg. 22
Cardholder Agreement.....	pg. 23
Documentation Lost/Unavailable Form.....	pg. 24
Disputed Transaction Form.....	pg. 26
Return Card Form .....	pg. 27
Procurement Card Violation Form .....	pg. 28

## **PROCUREMENT CODE OF ETHICS**

[\(Procurement and Fiscal Rules\)](#)

Any person employed by the State of Colorado who purchases goods and services, or is involved in the purchasing process, for the State, shall be bound by this code and shall:

1. Avoid the intent and appearance of unethical or compromising practice in relationships, actions, and communications.
2. Demonstrate loyalty to the State of Colorado, by diligently following the lawful instructions of the State of Colorado while using professional judgment, reasonable care, and exercising only the authority granted.
3. Conduct all purchasing activities in accordance with the laws, while remaining alert to, and advising the State of Colorado, regarding the legal ramifications of the purchasing decisions.
4. Refrain from any private or professional activity that would create a conflict between personal interests and the interests of the State of Colorado (C.R.S., 18-8-308).
5. Identify and strive to eliminate participation of any individual in operational situations where a conflict of interest may be involved.
6. Never solicit or accept money, loans, credits, or prejudicial discounts, and avoid the acceptance of gifts, entertainment, favors, or services from present or potential suppliers which might influence, or appear to influence purchasing decisions.
7. Promote positive supplier relationships through impartiality in all phases of the purchasing cycle.
8. Display the highest ideals of honor and integrity in all public and personal relationships in order to merit the respect and inspire the confidence of the State of Colorado and the public being served.
9. Provide an environment where all business concerns, large or small, majority or minority owned, are afforded an equal opportunity to compete for State of Colorado business.
10. Enhance the proficiency and stature of the purchasing profession by adhering to the highest standards of ethical behavior.



## A.)

## INTRODUCTION

The Division of Finance and Procurement in the Department of Personnel & Administration is responsible for the statewide implementation and administration of the Procurement Card Program. The State Purchasing Office Procurement Card Coordinator is the point of contact for statewide procurement card policies and procedures. The DMVA Procurement Card Coordinator is responsible for establishing and updating Departmental policies and procedures.

The procurement card program is established to allow state agencies, departments, and institutions to use a credit card to make small purchases. Any state employees may be eligible to become procurement card Cardholders. The goal of the program is to make it easier for state employees to acquire goods and services while providing more timely payment to vendors and reducing the number of small dollar payments. **It is anticipated that the use of these credit cards will benefit the Department in several ways:**

- Increased purchasing flexibility for Cardholders
- Faster ordering and receipt of goods and services
- Improved management of reports and purchasing activity (improved ability to plan)
- Convenience
- Control of small \$ amount Purchases
- No purchase order required
- Vendor receives immediate payment
- Streamline the payment process

Procurement card purchases are governed by the same [State Statutes](#), [Procurement Code](#), [Personnel](#) and [Fiscal rules](#) which apply to all purchases regardless of how they are paid by the state. Therefore, all purchases are to be for official State business and must comply with the State of Colorado Procurement Code and Fiscal Rules. Any unauthorized purchase can result in an employee being held personally responsible in accordance with the Colorado Revised Statute ([CRS](#)), [24-109-404](#),

### LIABILITY OF PUBLIC EMPLOYEES:

*"IF ANY GOVERNMENTAL BODY PURCHASES ANY SUPPLIES, SERVICES, OR CONSTRUCTION CONTRARY TO THE PROVISIONS OF THIS CODE OR THE RULES PROMULGATED PURSUANT THERETO, THE HEAD OF SUCH GOVERNMENTAL BODY AND THE PUBLIC EMPLOYEE, WHICH FOR THE PURPOSES OF THIS SECTION INCLUDES ELECTED OFFICIALS, ACTUALLY MAKING SUCH PURCHASE SHALL BE PERSONALLY LIABLE FOR THE COSTS THEREOF. IF SUCH SUPPLIES, SERVICES, OR CONSTRUCTION ARE UNLAWFULLY PURCHASED AND PAID FOR WITH STATE MONEYS, THE AMOUNT THEREOF MAY BE RECOVERED IN THE NAME OF THE STATE IN AN APPROPRIATE CIVIL ACTION."*

Cardholders and Approving Officials play a critical role in ensuring the success of the procurement card program. The receipt of a procurement card is the State's demonstration of confidence in the Cardholder. Although the card lists an individual's name or department name it is actually issued to the State. Each agency is responsible for the use and payment of every purchase made with the card.

**Citibank is the card issuer.** Each card has multiple controls in place, such as spending limits and a specified number of transactions per cycle period. Every individual who is authorized to use a

procurement card and their Approving Official must receive training, pass a comprehensive test and sign an agreement acknowledging the intent to follow all DMVA Pcard program policies and procedures.

## **B.) APPROVING OFFICIAL REQUIREMENTS**

**Approving Official:** The Approving Official is the person authorized to review Cardholder transactions to ensure compliance with procurement card policies and guidelines. This person may or may not be the cardholder's supervisor.

### **Responsibilities of the Approving Official:**

- Reviewing and signing of monthly account statement/printout for each Cardholder (electronic signature is accepted.)
- Assuring that all statement reconciliation documentation is received and retained in accordance with Department practices and procedures.
  - Include **Transaction Dispute** or **Lost or Unavailable Transaction Information forms**, if necessary.
- Certifying that transactions are in accordance with guidelines (no violations such as personal purchases, split purchases, or cash transactions, and lost documentation)
- Monitoring Cardholder activity for unusual patterns of use.
- Documenting and reporting Cardholder violations in accordance with Department guidelines.
  - Complete the Reporting Violation Form, if appropriate.
  - Take appropriate action for violations by calling program administrator.
- Certifying the appropriateness of purchase, ensure the original documentation for each transaction is present and, if appropriate, a purpose of purchase (work order.)
- Determining that there are no Excluded Transactions and/or Excluded Vendor Types.
- Reviewing for Tax Charges.
- Ensuring that supporting documentation is attached for each transaction.



C.)

## CARD HOLDER REQUIREMENTS

**Role of the Cardholder:** Person issued an Individually Assigned procurement card to make purchases.

### Responsibilities:

- Maintaining custody and use of the procurement card.
- Using the procurement card only for official State business.
- Immediately reporting a lost or stolen card to **Citibank. 1-(800) 248-4553 Available (24/7)**
- Making purchases in accordance with agency guidelines and applicable fiscal and procurement rules.
- Obtaining and submitting adequate supporting documentation for each purchase made.
  - **All documentation is to include the following information:**
    - **Valid source documentation from the vendor \***
    - **Vendor Identification (Vendor Name)**
    - **Date the purchase was made**
    - **Description, price and quantity of each item purchased**
    - **Total cost of the order**
    - **Per item cost, if available from the vendor**
    - **Purpose of purchase when requested (work order)**
    - **Any required prior approvals**
- Reconciling and signing of account statement/printout for each cycle that had transactions (electronic signatures accepted.)
- Contacting merchants to resolve disputes and completing the Transaction Dispute Form, if necessary.
- Ensuring refunds/credits are posted to the same card account charged in a timely manner.
- Notifying Approving Officials and Program Administrator of changes in employment status such as transfer and termination.
- Verifying that each listed charge is valid and matches the transaction documentation.
  - Identify any disputed charges
  - Reconcile credits in the same manner as charge transactions.
    - Attach all supporting documentation and a copy of the transaction log (if used) to the statement.
    - Sign the statement and forward it to the Approving Official for approval.

Each procurement card will be activated in accordance with the procedure explained by the p-card administrator. Please contact administrator upon receiving the card.

The Cardholder is responsible and accountable for the procurement card and its use at all times.

**For Individually Assigned procurement cards, the person to whom the procurement card is issued is the only one authorized use of that particular procurement card - the procurement card must not be given to or shared with other employees.**

The procurement card must be returned to the Department of Military and Veterans Affairs' Pcard Administrator. This procedure is also a part of the employee out briefing with the Human Resources Director when the cardholder leaves State employment, or transfers to another unit or department.

All state employees may be eligible to become procurement card Cardholders. Supervisors must approve employees as Cardholders based on their job responsibilities and employees need to make purchases. Supervisors also are responsible for recommending procurement card limits as discussed below. The Program Administrator approves procurement card limits within the overall limits established by the agency.

A [Commercial Card Cardholder Account Form](#) must be completed to start the application process. The form includes Cardholder information, reporting hierarchy, Cardholder controls (limits) and the default accounting code for transaction charges, if available. The Cardholder's supervisor/approving official must approve the form and submit it to the Program Administrator who reviews and approves the request and submits it to **Citibank**. The bank issues the procurement card in about 10 days and mails it to the Administrator who retains it in safekeeping until it is issued to the Cardholder after all documentation and training is completed and an approving official documentation is complete.

*\*Valid source documentation may be:*

*An itemized receipt and card transaction slip from the vendor.*

*A packing slip from the delivery (if the items with pricing are included).*

*Order forms for dues, subscriptions, registrations or similar items.*

*An invoice showing credit card payment*



## **D.) PURCHASING RULES FOR THE PROCUREMENT CARD**

**Cardholders will use procurement cards to pay vendors for the procurement of authorized goods and services costing up to the cardholder's limit per transaction when such procurement is used to further the business of the State (official State business ONLY.)**

- At no time should cards be used for single purchases exceeding \$5,000.
  - State Fiscal Rules require a commitment voucher for single purchase needs exceeding \$5,000.
- Each procurement card will have the following spending limits based on anticipated needs:

*Single dollar purchase limit - \$4,999 or less, as determined by the*

*Program Administrator or recommended by the supervisor*

*Spending dollar limit per monthly cycle*

*Dollar amount per day (Optional)*

*Maximum number of authorizations per day*

*Maximum number of transactions per monthly cycle*

*Merchant Category Code restrictions*

Cardholders must coordinate with their Approving Officials to increase limits, if card limits are restricting purchases required to perform job responsibilities, to update changes in work address, default account codes, etc. The Cardholder's supervisor must approve all changes.

### **Procurement Card Limit Increases for specific purchases:**

- Discuss with your approving official to determine if the specific limits can be raised for a particular situation and submit this request to the Program Administrator.
- Ensure that the purchase is practical and pricing is fair and reasonable.

Determine if there are any other requests for this particular vendor within the work unit to determine if a purchase order request should be made to the Purchasing and Contracts Office.

Orders may be placed in person, by phone, fax, e-mail, Internet, or mail. If the order is placed through a website, make sure it is a secure site (ex: https: or secure lock symbol in web address)

The purchase is tax exempt (some exceptions apply). It is the cardholder's responsibility to ensure tax is not charged. The merchant can be provided with the Tax Exempt certificate if the number printed on the card is not visible or sufficient.

## E.) PROHIBITED TRANSACTIONS



The procurement card must not be used for the following purposes (*Emergency State Activated Procurement Card purchases are reviewed on a case by case basis and are NOT addressed in this manual please refer to [SAD Regs](#) for details\**):

- Unauthorized purchases also include purchases generally considered legitimate that are disallowed or not approved by a Cardholder's supervisor, if provided in writing prior to the purchase.
- Purchase of goods and services for personal use or for the personal benefit of another individual.
  - It is prohibited to make ANY personal purchases or transactions with the Procurement Card or any other procurement method. It is against the law to use government funds, State or Federal, to purchase items for personal use. Even though the Cardholder may have paid the State back, or intends to pay back the amount of the purchase, it may be considered a fraudulent act.
- Cash advances such as cash back with a purchase, cash credit returns, traveler's checks, money orders, and ATM transactions (**in rare situations, gift certificates are allowed only with prior approvals .**)
- Splitting a purchase with the intent to circumvent the single purchase dollar limits is prohibited. State Fiscal Rule 2-2 requires a commitment voucher (purchase order or contract) for a single purchase greater than \$5,000. The set dollar threshold includes shipping and any other associated costs. **A single purchase need identifies single or multiple items that are purchased from one vendor and that are all known to be needed at the time of the first purchase transaction.** Purchases cannot be split based on different funding sources, programs, different recipients, different delivery locations, differing functionality of the items, etc
  - Example of **Intentional** Split Purchase:
    - Single purchase limit of \$3,000 – Employee needs to purchase 6 shelving units, 1 tool and 1 ladder for one work order (project).
    - 6 shelving units totaling \$3,000, 1 tool totaling \$59.80, 1 ladder totaling \$100. Grand Total = \$3,159.80.
    - Employee decides to go to the store twice in the same day, split the bill into two invoices, one equals \$2,000 and the other equals \$1,159.80. This is an unacceptable use of the procurement card and therefore a violation.
  - Example of **Unintentional** Split Purchase, Allowable:
    - Single purchase limit of \$2,000.

- Purchase from OfficeMax at 7:00 am miscellaneous office supplies \$1,300. At 3:00 pm, the same day, more requests come in from staff and another order is placed for \$1,500.
  - As a result, one item or order that costs more than the approved dollar limit, but which is charged among more than one transaction.
- Travel related transactions (airline travel, automobile rentals, lodging) when employee is in travel status must be administered by State Travel Management Program.
- Automobile related products and services – the State Fleet Card administered by State Fleet Management.
- Service Contracts requiring authorized signature. No cardholder or department individual has authority to sign a contract within the Department of Military and Veterans Affairs unless delegated from The Adjutant General as filed with Office of the State Controller.
- Re-Occurring Vendor Services (occurring more than one time over a number of weeks and/or months).
- Transactions for Services with the associated object codes involving the following: Temporary Employees (1910), Professional Services (1920), Attorney Services (1930), Medical Services (1940), IT Hardware Services (1960), and IT Software Services (1961).
- Services, such as printing/photocopying and training, without prior approval (waiver) from the designated Department (see prior approvers checklist.)
- Purchasing of Items and/or Services that are Mandatory [Price Agreement](#) items ie. Furniture and office supplies without the required waivers.

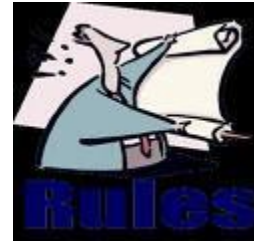
(Please see the next page as an easy reference of items not allowed.)

## PROHIBITED LIST (GENERAL)

Merchant Category	Description
Automotive/Vehicle	Fuel for state vehicles (licensed equipment).
Cash /Equivalents	Cash advances, deposit accounts, traveler's checks, foreign currency, money orders, precious metals, savings bonds, manual or automated cash disbursements, securities, insurance money orders, wire transfers, pawnshops, and coins.
Clothing Stores	Furriers and fur shops.
Entertainment	Betting including lottery tickets chips at gaming casinos, off-track betting, and wagers at racetracks.
Food/Beverages	Meals, alcoholic beverages, eating places such as restaurants, bars, cocktail lounges, discotheques, nightclubs, and other drinking places, fast food, package liquor stores. This includes official functions unless approved in accordance with department and program guidelines.
Government Services	Court costs including alimony and child support; fines, bail and bond payments, tax payments, and food stamps.
Lodging	Hotels, motels, resorts, and timeshares.
Personal use	Any goods and/or services for personal use such as: meals, tobacco, clothing and reading material.
Retail stores	Furniture, tobacco, duty free items, miscellaneous food stores, convenience stores, markets, specialty stores, and vending machines.
Business services	Employment agencies, temporary help services, computer and data processing services, and truck stop transactions.
Personal services	Dating and escort, tax preparation, debt, marriage, personal counseling, massage parlors, and health and beauty spas.
Transportation	Travel agencies, airport services and airlines, auto rentals, railroads, bus lines, limousines and taxicabs, cruises, boats and ferries, marinas services, bridge and road fees, commuter transportation, ambulance services, and other transportation services.

F.)

## PRICE AGREEMENTS



The Price Agreements should be referenced PRIOR to making any purchases. The State of Colorado has obtained special pricing from hundreds of vendors. Many of these price agreements are mandatory. It is the responsibility of the cardholder to ensure the best pricing is being obtained for the card purchase failure to do so may result in a violation.

To access the current price agreements, go to the state website for information on all vendors that have current contracts through State of Colorado Price Agreements.

### State of Colorado Price Agreement Information on the Internet: [State Price Agreements](#)

Price Agreement categories are listed alphabetically. Click on the general category for the item you are planning to purchase.

EXAMPLE: [Facilities Maintenance, Repairs & Operations \(MRO\)](#) contains janitorial supplies, lighting, plumbing, and more –

**Hewlett Packard Company (20511YYY31M/WSCA/NASPO)** Notice the **M** after the number – the letter will either be “P” or an “M”. MANDATORY price agreements are clearly marked, however it is the cardholder’s responsibility to check for price agreements for every purchase with the Pcard.

**M – Mandatory – You must use this vendor and /or price agreement when making this purchase. There is no exception; not using the vendor must come in the form of a written waiver received from the State Purchasing office PRIOR to making the purchase.**

**P – Permissive –you may use any vendor if they can offer a better quality and/or pricing than those offered. Be sure to use the correct vendor when using the state price agreement.**

The price agreements cover a multitude of items and are readily used by state employees. More frequent use of price agreements ensures better pricing for the state when price renewals are negotiated.

**Remember all [Furniture Items](#) must be purchased through Colorado Correctional Industries, unless a written waiver is obtained from CCI. Failure to obtain the required waiver, prior to purchase, will result in a Credit Card Violation.**

**When in doubt, Contact the Purchasing and Contracts Office for further clarification.**



## G.) VIOLATIONS AND CONSEQUENCES

It is the Cardholder's responsibility to purchase only items that are necessary to carry out their job requirements and to comply with state Procurement Rules, Fiscal Rules, Personnel Rules and Departmental policies.

*“All incidents of suspected fraud and abuse of procurement cards should be reported in writing to the State Controller. This report should include results of any investigation or follow-up including corrective measures implemented to prevent or reduce the likelihood of future occurrences must be reported in writing to the State Controller in a timely manner. Any misuse of the procurement card must also be reported. Misuse is the improper or incorrect use of a state procurement card as determined by agency procurement program or other guidelines and state fiscal rules. Misuse may be either intentional or inadvertent and may not result in the cardholder receiving any pecuniary benefit. Misuse that is recurring or significant or in excess of \$500 should be reported.”*

***Failure to Provide required proper Document is a Violation.***

### **Definition:**

Every transaction MUST have complete, valid source documentation from the vendor.

Valid source documentation may be:

- An itemized receipt and card transaction slip from the vendor.
- A packing slip from the delivery (if the items with pricing are included).
- Order forms for dues, subscriptions, registrations or similar items.
- An invoice showing credit card payment.

It is the cardholder's responsibility to let the vendor know that a priced document is required. **Vendor packing slips sometimes do not list individual pricing for items purchased on one transaction:** Lack of an invoice may make it more difficult to deal with reallocating the transaction to multiple accounts, and in partial returns. Ask that the vendor include an itemized invoice in the delivery along with the packing slip, or ask the vendor to fax an itemized invoice.

If you have lost the original documentation, or the vendor did not provide it, contact the vendor directly to provide it. If the vendor will not provide the documentation, you must provide the above information

and a justification for the purchase and the loss of documentation. Use the [Certification of Lost Receipt Form](#).

**Violation:**

Lack of original vendor documentation for every transaction is a Cardholder violation. Transactions for which the vendor does not provide original documentation are not considered violations; however, this must be substantiated by reporting the information to the Purchasing and Contracts Office.

Failure to obtain required waiver(s), prior to purchase, will result in a Credit Card Violation.



## **H.) NUTS AND BOLTS OF THE PROGRAM**

**Differences between the Procurement Card and a Personal Credit Card:**

This credit card is used like you would use a personal credit card; however, with the following differences:

- The department is liable for all charges made on individual procurement cards before it is properly reported as lost or stolen to **Citibank**.
- No personal credit check to determine eligibility.
- There is no personal liability on the card unless the Cardholder violates the terms of card use.
- The card is excluded from specific vendor types.
- Each card has limits specified by the Approving Official and the Program Administrator.
- All transactions made on the Procurement Card are immediately downloaded to the bank, loaded into **CitiManager**, and made available to program participants to review, edit, query and report.
- The procurement card activity is monitored by the Pcard Administrator.
- All procurement card purchases must have proper authority, signatures, documentation submitted to Accounting by the last working day of the month. Repeated tardiness may be treated as a violation.
- Approving Officials must review and sign off on the Statement of Account for each Cardholder who has made purchases during the previous cycle period. Approving Officials must sign violation documentation when required.

- Approving Officials and/or Cardholders are to ensure that the Pcard is returned to the Pcard Administrator upon transfer or termination.

The transactions made on the Procurement Card are billed directly to the Department although the name of the Cardholder is on the card. The Department pays **Citibank** for all charges made by every Cardholder. The vendor is paid by **Visa** typically within 48 hours of the vendor transmitting transaction detail to **Visa**. Every purchase is then allocated with several funding codes to debit funding sources for the amount of the transaction.

## HOW THE PROCESS WORKS

Described below are 7 simple steps for using the Procurement Card to make and account for each purchase. Step 1 and 2 are usually done by the Cardholder, step 3- 7 varies from Cardholder, the Approving Official, or a support staff person. Regardless of who does what, each step must be done for every purchase. Further detail can be found in the [Procurement Manual](#) and throughout this Pcard manual.

### **Step 1 – Place the Order**

### **Step 2 – Keep Track of Orders Placed**

### **Step 3 – Receive and Inspect the Goods**

### **Step 4 – Document each Transaction:** Include Purpose of Purchase and Prior Approvals

### **Step 5 – Reallocate the Charges, if needed**

### **Step 6 – Review and Approve the Statement of Account:** Completed by Approving Official

### **Step 7 – File Source Document**





## ADDITIONAL INFORMATION and Review

### DISPUTES OF CHARGES ON YOUR CARD

The following issues may be formally disputed with **Citibank**:

- Unauthorized charges, including unauthorized phone or mail order charges.
- Differences between the amount authorized and the amount charged.
- Duplicate charges.
- Your account has not yet been credited in the CitiManager, but you have received a credit voucher from the vendor, or the vendor has told you that he/she will issue a credit.
- Failure to receive goods.
- Returned goods or Unrecognized charges.
- Altered charges.
- Defective goods.

Formal disputes must be filed with **Citibank** within 60 days of the end of the cycle (10th of the month) in which the transaction first appeared. The [dispute form](#) may be photocopied or printed via the CitiManager. The Cardholder's signature is required on a dispute form.

### SOURCE DOCUMENT FILING

Each Statement of Account with the supporting transaction documentation attached is to be forwarded to the Accounting Office NLT the last working day of the month. All documentation files must be maintained by the Accounting Office for the current year and three (3) additional years (transactions involving federal or grant funds may require a longer retention period.) This documentation must be available for audit upon request.

- Summary of records to be maintained:
  - Itemized receipts with purpose of purchase written on receipt OR Certification of Lost Receipt Form with reasons.
  - Prior approval forms (if any).
  - Signed monthly Statement of Account (signed by Cardholder and Approving Official)

Make sure you have attached **Department Required Prior Approvals, if necessary:**

- *Governor's Office of Information Technology Services* approves **all** computer or computer related purchases. This is state approval outside the Department of Military and Veterans Affairs.
- Additionally, *DMVA Department IT* must also approve of any purchase if it is to be used in conjunction with state computers.
- The *Federal Information of Technology Services (G6)* must approve of any purchase to be used in conjunction with the federal computers.
- Purchasing and Contracting must approve purchases for all: Telephones or Cellular phones in accordance with the [Department communications policy](#).
- Official Functions form is required prior to purchase for purchases made in conjunction with a Department organized and /or participant event which exceed \$100.
- Facilities approves purchases for all Installation of large/new equipment, utility hookups, etc.

**For guidance on these above or any other concerns please contact the Purchasing and Contracts Office.**

## AUDIT OF THE PROGRAM

The Procurement Card Program and transaction documentation is regularly audited. Offices/Divisions/Units may be requested to send or provide specific documentation periodically to Purchasing and Contracts and/or Accounting. In addition, other sources may request an audit of this program from time to time.

## VENDOR RELATIONS

Vendors may need an official tax-exempt certificate form to exempt transaction from taxes: If the vendor needs an official tax-exempt form to process the purchase, one is available from Purchasing and Contracting.

### Vendors who don't take **Visa:**

Suggest to vendors that they call 1-888-232-5472 to request information on becoming a Visa Merchant. You may also call the Purchasing and Contracts Office for guidance.

---

**Plan Ahead and apply Due Diligence as well as COMMON SENSE when using the Pcard.**



Department of Personnel & Administration  
Division of Human Resources

**Prior-Approval Contact List**

This list is a guide for all human resource and contract administrators, fiscal officers, purchasing agents, and other State employees who are responsible for acquiring services, commodities (goods), and real estate on behalf of the State.

Prior to purchasing **any** service, the appropriate State agency (including your own) needs to be contacted to determine if it can provide the service for your agency. If your needs cannot be met, your agency will be granted permission to outsource the services.

Your agency is responsible for requesting a **current waiver letter** and placing it in your files. It may not be necessary to obtain a waiver letter for commodities or real estate. However, when your agency receives approval to procure commodities and real estate, you will be instructed on other requirements.

**NOTE:** Some agreements may require multiple prior approvals.

FOR	REGION	TYPE OF SERVICE	APPROVAL REQUIRED FROM
Services	Statewide	Personal Services Contracts All require review	DMVA, Human Resources Office (720) 250-1520
Services	Statewide	Collection Services	DPA, Division of Central Services – Contact Greg Mechem (303) 866-6540
Services	Statewide	Communication (Telecom)	Governor's Office of Information Technology (303) 764-7700
Services	Statewide	Data Entry	DPA, IDS Customer Service Rep (303) 866-4100
Services	Denver Metro	Graphic Design	DPA, Division of Central Services – Contact IDS Customer Service Rep at (303) 866-4100
Services	Denver Metro	Imaging, Microfilm, & Microfiche	DPA, Division of Central Services – Contact IDS Customer Service Rep at (303) 866-4100
Services	Denver Metro	Mail	DPA, Division of Central Services – Contact IDS Customer Service Rep at (303) 866-4100
Services	Statewide	Training	DPA, Division of Human Resources, Professional Development Center – Contact <a href="http://www.colorado.gov/dpa/dhr/pdc">http://www.colorado.gov/dpa/dhr/pdc</a> or (303) 866-4265
Services	Denver Metro	Printing & Photocopying	DPA, Division of Central Services – Contact IDS Customer Service Rep at (303) 866-4100

Services	Statewide	Legal Services	Department of Law – Agency/IHE AG Representative
Services	Statewide	Moving Services, Flags & Signs	Department of Corrections, Correctional Industries (303) 370-2200
Services	Statewide	Communication Equipment	Governor's Office of Information Technology (303) 764-7700
Services	Statewide	Computer Systems	Governor's Office/Office of Technology & Innovation (OIT) – (303) 866-6388
Services	Statewide	Office Furniture	Department of Corrections, Correctional Industries – (303) 370-2200
Services	Denver Metro	Photocopies	DPA, Division of Central Services- contact IDS Customer Service Rep (303) 866-4100
Services	Statewide	Vehicles (Passenger & Freight) – ¾ ton and under – 1 ton vans	DPA, Division of Central Services, (Fleet Management) – contact <a href="mailto:Ron.Clatterbuck@state.co.us">Ron.Clatterbuck@state.co.us</a> or (303) 866-5416
Services	Statewide	Leasing, purchasing, selling, rights-of-way and easement (for state owned and leased facilities)	DPA, Real Estate Programs – contact (303) 866-4564 or (303) 866-5458 <a href="https://www.colorado.gov/pacific/osa/realestate">https://www.colorado.gov/pacific/osa/realestate</a>
Services	Statewide	Capital Construction & Controlled Maintenance	DPA, State Buildings – contact (303) 866-6141 or <a href="https://www.colorado.gov/osa">https://www.colorado.gov/osa</a>

**CITIBANK<sup>®</sup> COMMERCIAL CARD APPLICATION FORM****SECTION I INSTRUCTIONS**

**Cardholder** completes Section IV and signs in Section VI.

**Supervisor** completes Section III.

**Approving Official** completes Sections V and Section VII. Also verify default CORE Code (14).

**Program Administrator** completes Reporting Hierarchy of Section II and reviews all sections before submission to CitiBank.

Copies should be maintained in the Cardholder and Program Administrator's files.

**SECTION II – to be completed by Program Administrator (PA)**

Reporting Hierarchy: 19105 20022 50025 \_\_\_\_\_

**SECTION III – to be completed by Supervisor**

(1) Supervisor (print name) \_\_\_\_\_ (2) signature: \_\_\_\_\_

Phone office / cell \_\_\_\_\_ Unit Address \_\_\_\_\_

**SECTION IV – to be completed by Cardholder** (Please Print – Name and Organizational Unit to appear on card )

(3)		
*First Name of Cardholder	*Middle Initial (optional)	*Last Name (maximum 25 characters)
(4)		( ) -
*Organizational Unit (maximum 24 characters – e.g., CFMO-)		*Office Phone
(5)		( ) -
* Work Mailing Address Line 1 (maximum 36 characters)		Cell Number
(6)		
* Work Mailing Address Line 2 - Building and Floor (maximum 36 characters)		
(7)		
*City	*State	*Zip Code
		USA Country
(8) 000-00-		
Last 4 Numbers of Employee ID# (used for CitiBank verification)		
(9)		
E-mail Address		(10) / /
		Date of Birth (mm/dd/yy)

**SECTION V– to be completed by Approving Official**

(11) Approver's Printed Name \_\_\_\_\_ (12) Reallocator's Name (if different) \_\_\_\_\_

(13) Federal Budget Officer \_\_\_\_\_

**AUTHORIZATION PARAMETERS**

(14) CORE Accounting Code – A complete coding string is required. (#) the required number of characters

Dept. (4)	Fund (4)	Unit (4)	Appropriation Unit (9)	Object (4)	Commodity (3)

(15) Dollars per Monthly Cycle Limit (Card Limit) \$: \_\_\_\_\_ (16) Dollars per Transaction Limit \$: \_\_\_\_\_ (not to exceed \$5,000)

New cardholders will be given a reduced limit for the first 90 days of use, (15) & (16) limits will apply after probationary period.

**SECTION VI****(17) CARDHOLDER SIGNATURE**

I, the cardholder, represent and warrant that all information on this application is true and correct, and my use of the card to be sent to me shall constitute my agreement with the terms, conditions and procedures per the statutes and rules of the State of Colorado. I understand that it is my responsibility to notify Citibank at 1-800-248-4553 and the DMVA Program Administrator immediately if my card is lost or stolen.

\*Cardholder Signature \_\_\_\_\_ Date \_\_\_\_\_

**SECTION VII****(18) APPROVING OFFICIAL SIGNATURE AND CONTACT INFORMATION**

\* Approving Official Signature \_\_\_\_\_ Date \_\_\_\_\_

\* Approving Official's Business Phone Number ( ) - email \_\_\_\_\_

# Approving Official Agreement Form

The Department of Military and Veterans Affairs (the "Department") is pleased to authorize you to act as an Approving Official under the Department's Procurement Card Program. The card represents the Department's trust in you as a responsible employee to monitor the use of the procurement card.

I, \_\_\_\_\_, hereby acknowledge my appointment as an Approving Official for \_\_\_\_\_ on the Procurement Card Program. As an Approving Official, I acknowledge completion of procurement card training and receipt of the Department's Procurement Card Manual. I have read and understand the Manual. I agree to fulfill the responsibilities outlined in this Agreement and the Manual and subsequent revisions.

As an Approving Official, I understand that I am an internal control point for the Program by ensuring that Cardholders comply with State Procurement, Personnel and Fiscal Rules, Department's Fiscal Rules, and the provisions of the Department's Procurement Card Program. I will review all transactions made by each of my Cardholders, ensure original documentation is matched to Cardholder statements, take appropriate action should violations occur, and sign (approve) all transaction statements.

I understand that the Department is liable to Citibank for all charges made by Cardholders, Card Custodians and Designees including charges made on a lost or stolen card before it is reported lost or stolen. I also will promptly notify the agency's Program Administrator of any suspected or real card misuse or abuse.

I understand that the procurement card is the property of the Department, assigned to Cardholders, and that, in the event of willful or negligent default of the Cardholder's obligations, the Department shall take any recovery action deemed appropriate that is permitted by law. Furthermore, **I agree to notify the Program Administrator immediately in the event that I, or any Cardholder under my approving authority, is transferred from or is no longer employed by the Department.**

Approving Official:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Department: \_\_\_\_\_ E-mail: \_\_\_\_\_

# THE DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

## PURCHASING CARDHOLDER AGREEMENT

The Department of Military and Veterans Affairs (DMVA) ("the Department") is pleased to provide you with the DMVA Purchasing Card. The card represents the Department's trust in you and your empowerment as a responsible employee of the Department to safeguard and protect its assets.

I, \_\_\_\_\_, hereby acknowledge receipt of a DMVA Purchasing Card. As a Cardholder, I agree to comply with the terms and conditions of State of Colorado Fiscal Rules, DMVA Fiscal Policy, this Agreement and the stated provisions of the DMVA Purchasing Card Manual available online (DMVA website). I confirm that I have read and understand the provisions and that I will comply with the terms and conditions. I have successfully completed the DMVA Cardholder online test.

As the holder of the DMVA Purchasing Card, I agree to accept responsibility for the protection and proper use of the card as outlined in this Agreement and the Manual. I shall protect the card at all times to prevent unauthorized use. I understand that the Department audits the use of this Purchasing Card and that I am not to use the Purchasing Card for any personal purchases or the prohibited commodities as listed in the manual. Should the Purchasing Card be lost, stolen or compromised in any manner, I shall immediately advise Citibank (1-800-248-4553), my Approving Official and Program Administrator. I understand that the Department is liable to Citibank for all charges made by me.

I understand that the card is the property of the Department, **to be used only by me**, and that, in the event of willful or negligent default of the obligations, the Department shall take any recovery action deemed appropriate and permitted by law. Furthermore, upon transfer from Department or termination of employment with the Department, I agree to return this card to my Approving Official or the Program Administrator for immediate cancellation.

### CARDHOLDER:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_ Emp ID #: \_\_\_\_\_

Home or Statement delivery address: \_\_\_\_\_

\_\_\_\_\_  
City, State, and Zip Code

PHONE: work/\_\_\_\_\_ cell/\_\_\_\_\_

**Department/Unit:**

**Address:** \_\_\_\_\_

## Documentation of Lost or Unavailable Transaction Information Form

This form is required for any procurement card transaction that does not have documentation from the merchant. Frequent occurrences of lost or a lack of documentation may result in the revocation of procurement card privileges.

Documentation from the merchant is required for all transactions. Documentation includes:

- Receipt and card transaction slip from the merchant
- Packing slip from the delivery
- Invoice showing credit card payment
- Order form for dues, memberships, subscriptions or similar items

### Information

Transaction Reference # \_\_\_\_\_ Cardholder \_\_\_\_\_

Date of Purchase \_\_\_\_\_ Approving Official \_\_\_\_\_

Merchant \_\_\_\_\_ Department \_\_\_\_\_

### Description, Quantity, Cost for each Item Purchased

Description	Quantity	Unit Cost	Total Cost
<b>Total Cost</b>			

Attach any additional information, correspondence or justification about this transaction.

### Reason Original Documentation Is Not Available

---

---

---

\_\_\_\_\_  
Date                      Cardholder (printed name)                      Cardholder Certification Signature

\_\_\_\_\_  
Date                      Approving Official (printed name)                      Approving Official (signature)



## **Instructions: Documentation of Lost or Unavailable Documentation**

**Warning:** Repeated use of this form as substitute for original documentation may result in revocation of the Cardholder's procurement card.

This form is required for any transaction that is not supported by documentation from the merchant.

### **Cardholder Instructions**

- If you do not have the original documentation from the merchant, contact the merchant to request replacement documentation.
- Complete this form whenever you are unable to provide documentation from the merchant for a transaction.
- Fill out all fields through Cardholder Certification Signature.
- Give the completed and signed form to your Approving Official.

### **Approving Official Determination Instructions**

Determine the Violation Status for the transaction based on the following guidelines.

- **Violation** – A transaction where the Cardholder has not provided documentation from the merchant but the charge appears to be reasonable for state business is to be considered a card violation. A Procurement Card Violation Warning Form does not need to be completed if the Approving Official and the Program director agree that there was no willful or negligent action on the part of the Cardholder and the charges appear reasonable for state business. Considerations in determining willful or negligent default include:
  - a) The Cardholder has tried and been unable to obtain documentation from the merchant.
  - b) The Cardholder is normally responsible and consistent with providing acceptable documentation.

**Action:** A copy of this completed form is to be kept with the Cardholder's statement that lists this transaction.

- **Violation and Potential Inappropriate Purchases** – A transaction where the Cardholder has not provided documentation from the merchant and the charge does not appear to be reasonable for state business.

**Action:** *A Procurement Card Violation Warning Form needs to be completed.*

## DISPUTED TRANSACTION FORM

Cardholder Name: \_\_\_\_\_

Cardholder Address: \_\_\_\_\_ Account Number: \_\_\_\_\_

Cardholder Phone Number: \_\_\_\_\_ Cardholder Fax Number: \_\_\_\_\_

Merchant Name: \_\_\_\_\_ Amount: \_\_\_\_\_

Transaction Ref #: \_\_\_\_\_ Transaction Date: \_\_\_\_\_

To assist our investigation, please indicate below the reason for your dispute.

\_\_\_\_ I did not make nor authorize the above transaction. (Please indicate the whereabouts of your Procurement Card.)  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ There is a difference in the amount I authorized and the amount I was billed. (A copy of your charge must be enclosed.)

\_\_\_\_ I only transacted one charge, and I was previously billed for this sales draft.  
Date of previous charge: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ The above transaction is mine, but I am disputing the transaction. (Please state your reasons why in detail.)  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ Please send me a copy of the sales draft.

\_\_\_\_ I have received a credit voucher for the above transaction, but it has not yet appeared on my account. (A copy of the credit voucher must be enclosed.)

\_\_\_\_ My account has been charged for the above transaction, but I have not received this merchandise. The date of expected delivery was: \_\_\_\_\_. The details of my attempt to resolve the dispute with the merchant and the merchant's response are indicated below.

\_\_\_\_ Other (Please explain): \_\_\_\_\_  
\_\_\_\_\_

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Program Administrator Signature**

\_\_\_\_\_  
**Printed Name**

# RETURNED CARD RECEIPT FORM

This form is to be completed and given to employees who turn in the procurement card upon transfer, termination or cancellation of the card. The Program Administrator should retain a copy.

Department of Military and Veterans Affairs  
6848 South Revere Parkway,  
Centennial CO 80112

Procurement Card was returned to \_\_\_\_\_(printed name)

\_\_\_\_\_(signature)

Date: \_\_\_\_\_

This is to acknowledge the receipt of the State of Colorado Procurement Card

No. \_\_\_\_\_ from \_\_\_\_\_

Employee Name

on \_\_\_\_\_  
Date

This procurement card was cancelled immediately and destroyed in accordance with agency guidelines. Note:  
The agency needs to determine which signatures are required in addition to the Cardholder.

_____	_____	_____
<b>Date</b>	<b>Cardholder Signature</b>	<b>Printed Name</b>

_____	_____	_____
<b>Date</b>	<b>Approving Official/Liaison Signature</b>	<b>Printed Name</b>

# Procurement Card Violation Warning Form

This form is required for any transaction where a violation has occurred.

Note: Violations could result in revocation of the procurement card.

## Information

Cardholder:	Department:
Approving Official:	Today's Date:
Transaction Reference #:	Transaction Date:
Merchant Name:	Amount:

### Type of Violation

The following violation has been found in reference to the above transaction.

Approving Official Instructions – Obtain information from the Cardholder as to why the purchase was made on the procurement card. Mark the appropriate category below.

_____	Personal purchase
_____	Cash transaction
_____	Transaction over \$5000
_____	Split Purchase
_____	Inappropriate purchase:
_____	Restaurant meals (Unless Cardholder has been granted an exception for official functions)
_____	Travel & travel related expenses
_____	Motor vehicle expenses unless authorized by the Program Administrator
_____	1099 Re-occurring reportable services
_____	Other (describe): _____
_____	Lack of Documentation - The Documentation of Lost or Unavailable Transaction Information form must be completed and attached.
_____	Unallowable purchase under the terms of a grant or similar project

**Cardholder Explanation** – Explain why the purchase was made on an agency credit card and provide detailed information on what has been done to correct the situation. Attach additional sheet if necessary.

_____
_____
_____

**Cardholder Certification** - I hereby acknowledge that the above transaction is in violation of the procurement card policies and that repeated violations could result in revocation of my procurement card. I further acknowledge that I have been warned through the use of this form. I understand that I am permitted to make purchases that are in compliance with procurement card policies and agree to refer to my User Handbook or contact my department Liaison or Program Administrator if I am unsure about the procurement card policies or instructions.

_____	_____	_____
Date	Cardholder Signature	Printed Name

### Approving Official Determination and Certification

Mark appropriate category and take the actions listed.

\_\_\_\_\_ The above transaction is a violation of the procurement card policies. The Cardholder has been warned through the use of this form. The card will not be revoked at this time.

**Actions** – 1) Obtain the Cardholder’s signature on this form. 2) Send the original of this completed form to the agency's Program Administrator along with the documentation for the above transaction. 3) Keep a copy of this form with the Cardholder’s statement and/or in a separate “violations file” in the department.  
4) Provide a copy of this form to the Cardholder. 5) Request that the Program Administrator send a copy of this form to the State Controller’s Office.

\_\_\_\_\_ The above transaction is in violation of procurement card policies and the credit card is being revoked.

**Actions** – 1) Notify the Cardholder in writing that their card is being revoked.  
2) Retrieve the card, destroy it, and request immediate cancellation of the card.  
3) Notify the Program Administrator that the card has been revoked. 4) Contact the Liaison or Program Administrator to determine if there are additional reporting requirements to maintain coverage under the Master Coverage Liability Protection Program 5) Request that the Program Administrator provide written notification to the State Controller’s Office of this incident.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Approving Official Signature**

\_\_\_\_\_  
**Printed Name**

### **Instructions: Procurement Card Violation Warning Form**

This form is required for any procurement card transaction where a violation has occurred. Repeated violations could result in revocation of the card.

The Approving Official should follow the instructions below after a determination has been made that a transaction is a procurement card violation.

#### **Approving Official Instructions:**

1. Obtain an explanation from the Cardholder as to why this purchase was made on the credit card and what action has been taken to correct the situation.
2. Review the Cardholder's violation history to determine if the Cardholder has repeatedly had procurement card violations. This history will be a factor in the decision to warn the Cardholder or to revoke the credit card.
3. Evaluate previous card violations for:
  - Split purchases.
  - Inappropriate purchases.
  - Lack of documentation that was determined to be a card violation.
  - Personal purchase that was immediately reported and reimbursed or credited by the merchant.

The Approving Official will investigate the number and nature of the Cardholder's violations and their impact on the agency. The determination needs to be made in consultation with the Liaison and/or Program Administrator and the Cardholder's supervisor.

- No revocation of the procurement card will occur at this time. If the Cardholder history indicates that the Cardholder does not routinely have violations of any type, the Approving Official may determine that the card will not be revoked at this time
- Revocation of the procurement card. If the Cardholder's history indicates that the Cardholder has a history of violations of any type, the Approving Official may determine that the card should be revoked.

If the violation involves any of the following, the Approving Official should review guidelines established for various program violations, if applicable.

- Personal purchase that was not immediately reported and corrected
  - Cash or cash type transaction
  - Lack of documentation that was determined to be a card violation and may involve fiscal misconduct
4. Obtain the Cardholder signature in the Cardholder Certification signature section.
  5. Notify the Cardholder's supervisor of the decision to revoke the card.
  6. Indicate the appropriate determination in the APPROVING OFFICIAL DETERMINATION and CERTIFICATION section on the front of this form.
  7. The Approving Official needs to document the specific reasons for revoking card privileges.
  8. Notify the Program Administrator.
  9. Request that the Program Administrator provide written notification to the State Controller's Office of these circumstances and action(s) taken.

**REMEMBER:**

When in doubt, always contact the Purchasing and Contracts Office Procurement Card Administrator at (720) 250-1540 for further guidance.